

**RESTRICTED**

# *Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, FBID  
ATTN : Administrative Officer  
FROM : Acting Chief, FBIS East Coast Bureau

DATE: 23 January 1951

SUBJECT: Emergency Evacuation Plan

REF : Conversation between the Administrative Officer, FBID, and the undersigned at the time of the latter's visit to FBID Washington on 16 January 1951.

1. A negative report is hereby submitted for the following reasons:

- a. There are thirty-five (35) rooms in the building and never more than thirty-five persons on duty at one time (an average concentration of one person per room and no concentration of more than three persons in one room).
- b. All rooms occupied by personnel are on the ground floor.
- c. The building has five (5) exits (an average of seven (7) persons per exit). All persons are located within sixty (60) feet of an exit.

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